

**DEPARTMENTAL GUIDELINES**

**FOR FACULTY USE**

**IN**

**PREPARATION OF**

**PROMOTION AND TENURE DOCUMENTATION**

Adopted by the Davis College Department Leaders  
and Davis College Tenure & Promotion Committee  
May 2007, [Rev. August 2010, 2012, 2018, 2020, 2025]

# Preparation of Promotion and Tenure Documentation

**GENERAL INFORMATION:** (use as a check list)

**THE STYLE AND FORMAT MUST BE FOLLOWED.**

**DOSSIERS NOT CONFORMING TO THIS WILL BE RETURNED WITHOUT EVALUATION.**

- Review the Promotion, Tenure, and Continuing Appointment Guidelines document before starting this process.
- Use Times New Roman font. Ensure all materials (except letters of support) are in the same font.
- Headings should be in 14-point bold font and all capitals. Text should be in 12-point font and not bold.
- Letters of support
  - Five letters are recommended for the Davis College. The institutional minimum is three, and 10 is the maximum allowed. The choice of potential reviewers should be made by the department chair from a diverse list developed by the candidate in consultation with the department chair.
  - Letters should represent a cross-section of the candidate's discipline from peer academic institutions. At least three outside reviewers should be selected from among TTU's national peer institutions, whenever possible, and most of the external reviewers should not be personally acquainted with the candidate. A list of national peer institutions can be found at this link:  
<https://www.depts.ttu.edu/irim/Miscellaneous/PeerGroup.php>
  - Do not solicit letters from current students.
  - Letters should be on letterhead stationery and signed by the author, or at the least they should indicate the professional affiliation (current or past) of the author.
  - ALL letters received must be included in the dossier.
- Dividers used to separate sections should be labeled as follows:
  - Dean's Evaluation
  - Department Chair Evaluation
  - Curriculum Vita with Ratings of Publications
  - Letters from External Reviewers
  - Basic Information
  - Candidate's Self-Statements on:
    - Teaching
    - Research and Discovery
    - Outreach and Engagement (if the candidate chooses to include)
    - Service

- Teaching, Research, and Discovery, Outreach and Engagement, and Service Self-Statement Goals
  - Appendix (to include):
    - Faculty Annual Reports with Chairperson Assessments
    - Third-Year Review
    - Ballot Comments
- Publications must be rated from 0 to 5 or S by the chair as follows:
- 5 = Outstanding recognition in field, highly prestigious, refereed.
  - 4 = Highly respected in field, refereed.
  - 3 = Good reputation, selective in publication, refereed.
  - 2 = Average, fairly easy to publish in, typically refereed.
  - 1 = Below average publications, not discriminating on articles published.
  - 0 = Not to be counted as publication.
  - S = Special publication not ranked above.
- All documentation, including publications, must be presented in chronological order with the earliest presented first and progressing to the most current.
- **For Promotion and Tenure consideration**: This should be your **entire career** documentation.
  - **For Promotion only**: Include information **since last promotion only** with the following exceptions:
    - a. In the summary sections: provide summary information since last promotion AND career total numbers for:
      - i. Number of graduate student programs chaired or co-chaired and numbers of graduate committees on which you served.
      - ii. Dollars of grant support generated. For awards received since being at TTU, this must be those dollars attributed to the candidate only and should match the Office of Research Services report; however, the total grant amount should also be included. Include funded and pending grants only. Do NOT include unfunded grant proposals.
      - iii. Gifts-in-Kind obtained or other recognized sources of support.
      - iv. Publications that are published or in-press (books, refereed journal articles, technical publications). Do NOT include publications in review.

**See attached example dossier outline for preparation of promotion and tenure documentation.**

## **EXAMPLE DOSSIER OUTLINE**

(Cover letter)

**Departmental letterhead**

Date

Department/Unit Chair  
(address)

Dear \_\_\_\_:

This letter is to affirm I have reviewed the contents of my dossier as it is to be submitted to the Dean of the Davis College of Agricultural Sciences and Natural Resources, in consideration of my application for tenure and promotion to [associate professor/professor].

Sincerely,

(Candidate)

(Cover page)

**IN CONSIDERATION FOR [PROMOTION AND TENURE/  
PROMOTION/TENURE]**

**Submitted by**

**Candidate's name  
[Current Rank]**

**Department of \_\_\_\_\_  
Texas Tech University**

**[Date]**

Last Name

First Name

Middle Name(s)

Consideration for: Tenure \_\_\_\_\_ Promotion \_\_\_\_\_

*[Only complete the following section if college or departmental tenure guidelines have been revised within the last six years. Please indicate if so.]*

Candidate elects to be evaluated by the following tenure policy (select one):

\_\_\_\_\_ **Tenure policy in effect at time of hire**

\_\_\_\_\_ **Tenure policy in effect at time of last promotion (promotion dossiers only)**

\_\_\_\_\_ **Tenure policy that is currently in effect**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

## RECOMMENDATIONS

| EVALUATOR                                         | TENURE                            | PROMOTION                         |
|---------------------------------------------------|-----------------------------------|-----------------------------------|
| Department Committee<br>(ballot count)            | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| Department Chairperson<br>(signature)             | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| College or School<br>Committee<br>(ballot count)  | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| Dean of College<br>or School<br>(signature)       | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| Dean, Graduate School<br>(signature)              | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| Provost & Senior Vice<br>President<br>(signature) | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |
| President<br>(signature)                          | Approve _____<br>Disapprove _____ | Approve _____<br>Disapprove _____ |

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## **DEAN'S EVALUATION**

**Letter of support from the Dean of the College and**

## **College Criteria for Tenure and Promotion**

### **Dean's Letter:**

The dean should submit in this section of the dossier a letter to the PSVP indicating the basis of the recommendation for the candidate. At the time the dossier is submitted to the PSVP, the candidate should also be given information regarding the dean's recommendation.

- Primary audience is the Provost.
- Provide a critical review from the Dean's perspective relative to college expectations.
- Describe College procedures for arriving at College Committee votes and the Dean's own recommendation.
- Briefly explain the College Review Committee votes, especially if negative or mixed.
- Explain any differences of the Dean's recommendation from the faculty vote or Chair's recommendation, based on evidence.
- The Dean's letter should cite notable observations from the external letters.

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## **DEPARTMENT CHAIR EVALUATION**

## **Letter of support from department chair and departmental procedures**

### **DEPARTMENT CHAIR AND ACADEMIC UNIT EVALUATION**

#### **1. Department Chairperson's Recommendation:**

The department chairperson should submit in this section of the dossier a letter to the Dean indicating the basis of the recommendation(s) for the candidate. At the time the dossier is submitted to the Dean, the candidate should also be given information regarding the recommendation.

#### **2. Departmental Procedures:**

The department chairperson should submit the tenure and promotion ballots and ballot comments for each candidate to the Dean and the college Promotion and Tenure Committee. The ballot comments should be separated from the ballots.

### **THE CHAIR'S LETTER**

- The Dean, College Promotion and Tenure Committee, and Provost are the primary audiences.
- Describe departmental procedures for voting, stating the counts in favor and against and any absences, separately for tenure and for promotion.
- Abstentions are no longer recorded; encourage only votes for or against.
- Describe procedures for selection of external reviewers, which should entail primary role of the chair with some input from the candidate.
- State how ratings of publications were attained.
- Explain chair's recommendation fully and clearly based on a critical review of the evidence from annual reviews, third-year review, and other documented records of teaching outcomes, research agenda and indices (including engaged scholarship, as applicable), professional service and outreach contributions.
- The chair's letter should cite notable observations from the external letters.

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## **CURRICULUM VITA**

## Curriculum Vitae

Include a complete up-to-date vita with chair's rating of research and discovery. After the applicant's submission to the department, the chair must evaluate the reputation of the source publishing the results of the research, or the standard for creative exhibition or performance, by placing a number in the left-hand margin of the curriculum vita, adjacent to each publication. The chair may use additional sheets for notes and explanations if necessary. Only rate publications/items since the candidate's most recent promotion at TTU.

- The CV should only appear once; do not cut and paste to self-statement sections.
- Publication ratings should be in the left margin

The scale is to be used for publications with the following definitions:

5 = Outstanding recognition in field, highly prestigious, refereed.

4 = Highly respected in field, refereed.

3 = Good reputation, selective in publication, refereed.

2 = Average, fairly easy to publish in, typically refereed.

1 = Below average publication, not discriminating on articles published.

0 = Not to be counted as publication.

S = Special publication not ranked above.

- Include citation indices and impact factors, where applicable.
- Footnote the publication section to clarify meaning and weight of order of authorship. Highlight student authors.
- Itemize graduate student committees served, highlight graduate students completed and when.
- Clearly itemize grant proposals and fellowship applications, whether PI or Co-PI, whether funded, and amounts by total and percentage.

## **CURRICULUM VITAE**

**(Candidate may choose to list items in chronological or reverse chronological order)**

*Remove the words curriculum vitae from the dossier. It's already on your divider page.*

**Name**

**Address**

**Phone**

**E-mail**

### **EDUCATION:**

(Example degrees)

- 2000 B.S. University of Nebraska, Landscape Architecture.
- 2005 M. S. Iowa State University. Agronomy; Minor: Animal Science.
- 2007 Ph.D. Louisiana State University. Animal Science; Minor: Agricultural Economics.

### **PROFESSIONAL EXPERIENCE:**

- 1958-1964 Assistant Professor, Virginia Polytechnic Institute and State University.
- 1964-1968 Post-doctoral Fellow, Louisiana State University.
- 1968-present Assistant Professor, Texas Tech University

### **LICENSES AND CERTIFICATIONS: (Career)**

### **INTERNATIONAL EXPERIENCE: (Career)**

### **MEMBERSHIP IN PROFESSIONAL AND HONORARY SOCIETIES: (Career)**

Professional:

- 1. Horticultural Society; 2007 to 2018
- 2. American Society of Animal Science; 2007 to present
- 3. Texas Society for Roadside Improvement; 2009 to present

Honorary:

- 1. Gamma Sigma Delta; 2007 to present

### **HONORS AND AWARDS: (Career)**

Honors:

- 1. Fellow, American Society of Agronomy, 2007

Awards:

- 1. Outstanding Service to Agriculture, Gamma Sigma Delta, 2010

**AREA OF EXPERTISE:**

**PATENTS:** total of \_\_\_\_\_ (Career)

1. Smith, James K., Paul R. Jones, and Jerry N. Green, 2004. Granola supplemented diet for enhancing birth control in mammals and poultry. US Patent Number 5,864,291 B2, Date of Issue Jul. 20, 2024.

**PUBLICATIONS<sup>1,2</sup>:** (Since last promotion; use numbered lists)

**Books:** total of \_\_\_\_\_

**Book Chapters:** total of \_\_\_\_\_

1. Brown, W.K. 2018. Influence of environment on calcium metabolism. *In: Calcium in Cellular Processes and Medicine*. B.M. Altura, J. Durlach, and M.S. Seelig (eds.). 4<sup>th</sup> International Symposium on Calcium. Lubbock, TX. P. 50-66.

**Books and Book Chapters Edited:** total of \_\_\_\_\_

**Refereed Journals:** total published \_\_\_\_\_, in press \_\_\_\_\_

**Published:**

*Follow acceptable format of the applicant's citation guidelines (i.e. APA)]*

1. Morton\*, J.L., **D.H. Vaughn**, J.M. Luna, and M.A. Cochran. 2024. Establishment of corn in rotation with alfalfa and rye: Influence of grazing, tillage, and herbicides. *Agronomy J.* 95:642-844.

**In press:**

**Proceedings:** total of \_\_\_\_\_

**Refereed**

**Volunteered:**

**Invited:**

**Non-refereed**

**Volunteered:**

**Invited:**

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<sup>1</sup> Indicate your graduate students with an asterisk (\*).

<sup>2</sup> Put your name in **bold**.

**Abstracts: total of \_\_\_\_\_**

**Volunteered:**

**Invited:**

**Technical reports: total of \_\_\_\_\_**

**Other publications: total of \_\_\_\_\_**

**SCHOLARLY PRESENTATIONS AND LECTURES: total of \_\_\_\_\_ (Since last promotion)**

1. [Follow acceptable format of the applicant's citation guidelines (i.e. APA)]
2. Doe, J., & Poppin, M. (2025). *Title of contribution*. Title of conference, Location.

**GRADUATE STUDENT COMMITTEES: (Since last promotion)**

**Completed:**

**Chaired: total of \_\_\_\_\_**

**M.S.**

1. Jim Brown      Completed in 2024. Title of thesis:

**Ph.D**

1. Jon Doe      Completed in 2023. Title of dissertation:

**Co-Chaired: total of \_\_\_\_\_**

**Committee member of: total of \_\_\_\_\_**

**In progress:**

**Chair: total of \_\_\_\_\_**

**M.S.**

1. Jane Brown      Anticipated completion date \_\_\_\_\_

**Ph.D.**

1. Jodie Doe      Anticipated completion date \_\_\_\_\_

**Co-Chair: total of \_\_\_\_\_**

**Committee member of: total of \_\_\_\_\_**

**UNDERGRADUATE ADVISING: (Since last promotion)**

**TEACHING RESPONSIBILITIES: (Since last promotion)**

**Other Teaching Responsibilities (Since last Promotion)**

Departmental Coordinator of Undergraduate teaching, (2022 to 2025)

Coach of the TTU Soil Judging Team – 2006 to 2009

Describe contact hours if relevant.

**GRANTS AND AWARDS: total funded \$ \_\_\_\_\_ (Since last promotion)**

**Funded:**

**2023**

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

**2024**

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

**2025**

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

**Pending:**

**Rejected: (to be filled out by candidates for promotion and tenure ONLY).**

**Cash and Gifts-in-Kind**

**Funded:**

**2024**

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

**2025**

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

## **OUTREACH & ENGAGEMENT ACTIVITIES: (Since last promotion)**

*Encouraged, but not required section*

### **Impact Statement:**

*In narrative form, provide the following information:*

*Issue: What is the problem that needed the attention of your research or teaching? What was the desired behavior change?*

*Partnerships: Which off and on-campus groups did you work with?*

*Outputs: Provide a simple statement of number products. (i.e.: number of presentations, videos, journal articles. List audience size if possible).*

*Outcomes: Describe the behavior change.*

### **Outreach:**

#### **Presentations, Lectures, or Public Speaking Engagements**

1. Name of presenter(s), (Year). *Title of presentation* [Description of presentation]. Title of symposium/conference, Location.
2. Banks, J. (2025). *The Sheep/Wool Industry in Texas*. [Informational presentation]. Ramirez Elementary School – 5<sup>th</sup> grade, Lubbock, TX.

#### **Non-Credit Classes, Public Programs, Camps, or Workshops**

1. Name of presenter(s), (Year). *Title of event* [Description of event]. Name of audience, Location.
2. Newman, R. (2025). *Creating Compelling Video Messages* [Workshop]. Texas County Extension Agents Conference, Austin, TX.
3. Gonzalez, A., & Cruz, E. (2025). *Ag Comm Camp*. [Three day camp for FFA members]. Texas FFA, Junction, TX.

#### **Field Days**

1. Name of presenter(s), (Year). *Title of event* [Description of event]. Name of audience, Location.
2. Banks, J., **Newman, R.**, & Jackson, J. (2025). *Water Management in a Dry Climate* [Public Field Day]. Panhandle/South Plains area agricultural producers, New Deal Farm, New Deal, TX.

#### **Contests**

1. Name of contest. Name of organization. Location, Year(s).

2. Livestock Career Development Event. National FFA Organization. Indianapolis, IN, 2021-present
3. Livestock judging. District 2 4-H. Lubbock, TX, 2024.

### **Media Interviews**

1. Reporter(s) name (year, date). Title of article. *Title of media outlet*. Location.
2. Morgan, T. (2025). Will the price of eggs ever drop? *U.S. Farm Report*. Kansas City, MO [Nationally syndicated].
3. Woodward, B. (2025). Americans search for cheaper eggs. *Washington Post*. Washington, D.C. p. 1A.

### **Engagement:**

#### **Community Partners**

1. Name of partner organization

#### **Community Engaged Teaching**

1. Course number/name (Semester & year taught). Describe output.
2. ACOM 3301 – Video Production in Agriculture (Spring 2024). Students shot video for Buddy Holly Hall, then saved the video in a folder and sent it to a staff member for them to use in their promotional materials.

#### **Community Engaged Research**

1. Name(s) of community partner (can be general). Dates of data collection. Describe project and output.
2. Various South Plains cotton producers. (Summers, 2024-25). Periodically trap and count insects in the turnrows of cotton farms in a 10-county radius of Lubbock. At the conclusion of each month, producers get a report of the insect trap data from their farm. Project funded by USDA-NIFA.

#### **Clinical Services**

- 1.

#### **Other**

**Engaged Scholarship:**

**Books**

**Book Chapters**

**Refereed Journals**

**Peer Reviewed Conference Presentations**

**Curriculum**

*List in the acceptable format of the applicant's citation guidelines (i.e. APA)*

**Patents**

**Videos/Documentaries/Podcasts**

**Inventions or Businesses**

**Websites or Social Media**

**Exhibits**

*List, describe, and provide audience size, if applicable.*

**CONSULTING ACTIVITIES: (Since last promotion)**

1. Consultant to Agripro Chemical Company, Midland, TX, 2022 to 2023.

**SERVICE TO PROFESSIONAL ORGANIZATIONS (Since last promotion)**

**National:**

1. American Society of Agronomy (member since 2007.)
  - a. Board of Directors, 2015 to 2023
  - b. President, 2023

**Regional:**

1. Southern Pasture and Forage Crop Association (member since 2014.)
  - a.
  - b.

**State:**

1. Texas Association of Animal Scientists (member since 2006.)
  - a.
  - b.

**OTHER PROFESSIONAL SERVICE: (Since last promotion)**

1. Member of Board of Directors, Texas Cattlemen's Association, 2002 to 2006.

**SERVICE TO: (Since last promotion)**

For the following, list boards of directors, committees served on (chaired), officer, editor, advisor, or other positions held, and other relevant activities that illustrate service activities. Follow the numbered list format.

**UNIVERSITY:**

**COLLEGE:**

**DEPARTMENT:**

**COMMUNITY:**

**INDUSTRY:**

**OTHER:**

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## **LETTERS FROM EXTERNAL REVIEWERS**

## LETTERS FROM EXTERNAL REVIEWERS

- Precede letters with a page listing brief bios of each letter writer. As much as possible, none of the external reviewers should be direct collaborators, mentors, or other personal affiliates of the candidate. Please state if they are.
- Include a sample of the letter or email that was sent to solicit external reviews and provides them instruction on what to review.
- To be selected primarily by the Department Chair, allowing some input from the candidate. Procedure for selection should be described in the Chair's letter. (State any involvement of the Dean's Office in this process.)
- All solicited external letters received become a part of the dossier
- The candidate may view the external letters when the dossier is reviewed. \*

At least three letters from TTU Peer Institutions

<https://www.depts.ttu.edu/irim/Miscellaneous/PeerGroup.php>

- When there is a preponderance of letters from either women or men, consider stating whether the candidate's field is gendered to clarify that the distribution is representative.
- Consider how to clarify when the candidate's area of study or performance is so new or recently emerging that most letter writers claim lack of expertise or direct involvement with what the candidate does.
- The Chair's and Dean's letters should cite notable observations from these letters.
- See OP 32.01 Section 4.b for additional details regarding letters from external reviewers.

*\*The accessibility of external letters to the candidate is a long-held assumption at TTU. This apparently has not been practiced in all the colleges, but it is encouraged owing to the State's open records statutes. Those concerned that this openness would restrict the availability of objective writers may be relieved in that reviews of dossiers over about two decades indicates that letters are routinely received that clearly and objectively evaluate the candidate's record and span the spectrum of supportive to non-supportive.*

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## **BASIC INFORMATION**

## BASIC INFORMATION

(Precede with a copy of the original letter of appointment or letter specifying changes to the appointment)

1. Name of Candidate:
2. Date of employment in this faculty position:
3. Rank and title (title at initial appointment):
4. Highest degree earned and where:
5. Terminal degree for this position:
6. Special qualifications (licensures, certifications, etc.):
7. Professional experience in other institutions of higher education or other sectors:
8. Allocation of effort with initial appointment to this position:
  - a. Teaching \_\_\_\_\_%
  - b. Research \_\_\_\_\_%
  - c. Service \_\_\_\_\_%
  - d. Other \_\_\_\_\_ (e.g., administration) %
9. Allocation in present assignment:
  - a. Teaching \_\_\_\_\_%
  - b. Research \_\_\_\_\_%
  - c. Service \_\_\_\_\_%
  - d. Other \_\_\_\_\_ (e.g., administration) %
10. Average percent of assignment to teaching for last three years: \_\_\_\_\_%

### Teaching load last four semesters, excluding summer:

| Current Semester (e.g., Fall 2023) |                |                   | Last Semester (Spring 2024) |                |                   |
|------------------------------------|----------------|-------------------|-----------------------------|----------------|-------------------|
| <u>Course#</u>                     | <u>Credits</u> | <u>Enrollment</u> | <u>Course #</u>             | <u>Credits</u> | <u>Enrollment</u> |
|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |
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|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |
|                                    |                |                   |                             |                |                   |

  

| Prior Semester (e.g., Fall 2024) |                |                   | Prior Semester (Spring 2025) |                |                   |
|----------------------------------|----------------|-------------------|------------------------------|----------------|-------------------|
| <u>Course#</u>                   | <u>Credits</u> | <u>Enrollment</u> | <u>Course #</u>              | <u>Credits</u> | <u>Enrollment</u> |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |
|                                  |                |                   |                              |                |                   |

### To be completed by department chair with reference to the period under review:

Compared with other teaching assignments in the department, this applicant's load has been:

\_\_\_\_\_ High                      \_\_\_\_\_ Average                      \_\_\_\_\_ Low

Department Chair's signature: \_\_\_\_\_

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**SELF-STATEMENT ON TEACHING  
AND  
GOAL STATEMENT ON TEACHING**

**CANDIDATES SELF-STATEMENT ON TEACHING  
AND  
GOAL STATEMENT ON TEACHING**

- One-to-three-page narrative written by the candidate.
- Tabulate student ratings of teaching on one page.
- One page summary of representative student comments (selected by chair).
- A statement of where the faculty member envisions his or her teaching (goals) to be in five to seven years. What are the post-tenure or post-promotion goals of their teaching?

## Summary of Student Ratings of Teaching Effectiveness

[Name of Faculty Member]

Evaluation scale: 5 = excellent, 4 = outstanding, 3 = good, 2 = fair, 1 = poor.

Entries are the section mean by term.

### List of Courses Taught with Enrollments

#### Spring TTU 2023

| Course Prefix        | Course Number | Title                                       | Sec | Credit Hours | Enrolle | Eval 1 | Eval 1 or 2** | Eval 11 or 3** | Syllabus |
|----------------------|---------------|---------------------------------------------|-----|--------------|---------|--------|---------------|----------------|----------|
| ACOM                 | 1111          | Introduction to Agricultural Communications | 001 | 3            | 28      | 4.89   | 4.52          | 5.00           | Y        |
| ACOM                 | 2222          | Video Production in Agriculture             | 001 | 3            | 34      | 4.60   | 4.25          | 4.55           | Y        |
| Term Department Mean |               |                                             |     |              |         | 4.40   | 4.26          | 4.16           |          |
| University Mean      |               |                                             |     |              |         | 4.55   | 4.43          | 4.20           |          |

*And so on for each course and semester in the review period.*

*Utilize the table format automatically generated by Degree Works.*

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**SELF-STATEMENT ON RESEARCH AND  
DISCOVERY  
AND  
GOAL STATEMENT ON RESEARCH AND  
DISCOVERY**

## **CANDIDATE SELF-STATEMENT ON RESEARCH AND DISCOVERY AND GOAL STATEMENT ON RESEARCH AND DISCOVERY**

- One-to-three-page narrative by faculty member
- This may include scholarship of engagement (peer reviewed products). \*
- State how startup has been used and recovered in research/discovery.
- Use ORS %-credit to document grant funding, as applicable.
- Speak to unfunded as well as funded proposals.
- Refer to citation indices, impact factors, and reviews of work.
- A statement of where the faculty member envisions his or her research and creative activity (goals) to be in five to seven years. What are the post-tenure or post-promotion goals of research and discovery?

\*Statements about activity in the scholarship of engagement are to be made where there is evidence of such activity. The candidate may place engaged scholarship documentation in the next section on Outreach and Engagement.

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**OPTIONAL**  
**SELF-STATEMENT ON OUTREACH AND ENGAGEMENT**  
  
**AND**  
  
**GOAL STATEMENT ON OUTREACH AND**  
**ENGAGEMENT**

## **OPTIONAL SECTION**

### **CANDIDATE SELF-STATEMENT ON OUTREACH AND ENGAGEMENT AND GOAL STATEMENT ON OUTREACH AND ENGAGEMENT**

- One-to-three-page narrative by faculty member.
- If the faculty member does not feel his or her body of work in outreach and engagement - OR- if he or she does not have an O&E appointment, this section may be omitted.
- Describe the need/issue addressed by outreach and engagement (no more than one paragraph). Identify the community partner and describe their role in the partnership. List the outputs (outreach and engaged scholarship activities) that address the need. **Describe the impact on that need.**
  - Repeat for each need or issue addressed by O&E activities.
  - Ensure engagement activities are programmatic in nature.
- Describe how the projects relate to one another.
- Include engaged scholarship citations in this section.
- Provide a statement of the candidate's direction and goals for the next five to seven years. What are the post-tenure or post-promotion goals of their outreach and engagement efforts?
- Reference specific pages in your CV section to reinforce evidence.

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**SELF-STATEMENT ON SERVICE  
AND  
GOAL STATEMENT ON SERVICE**

**CANDIDATE SELF-STATEMENT ON SERVICE  
AND  
GOAL STATEMENT ON SERVICE**

- One page narrative by the faculty member
- Review service contributions to the department, college, university, and profession
- Comment on how service intersects with teaching and scholarly activity
- A statement of where the faculty member envisions his or her service (goals) to be in five to seven years. What are the post-tenure or post-promotion goals of their service?

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**APPENDIX**

**FACULTY ANNUAL REPORTS WITH  
CHAIRPERSON ASSESSMENTS**

**THIRD-YEAR REVIEW**

**BALLOT COMMENTS**

**FACULTY ANNUAL REPORTS WITH CHAIRPERSON ASSESSMENTS  
AND/OR 3 YEAR REVIEW (IF APPLICABLE)**

**BALLOT COMMENTS**

- Annual Report and Third-Year Review
  - In chronological order, first year through most recent year.
  - Third-year review appears after third annual report.
- Ballot Comments
  - Include copies of all ballot comments submitted by faculty voters.